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From: Han, Linda (DPH)
Sent: Wednesday, July 11, 2012 3:57 PM
To: Han, Linda (DPH)
Cc: Glover-Smith, Tresa (DPH)
Subject: building-wide key and locker inventories

To all BLS staff at HSLI:

We need your help please with a building-wide key and locker inventory.

If you have a locker in the building, please email Tresa Glover-Smith with your locker number and the floor on which it is located. Unclaimed lockers will be cleaned out and re-assigned.

If you have keys to lab rooms that you no longer work in, or offices that you no longer occupy, OR if you have any mystery keys to unknown doors, please return them to Chuck Miller at the front security desk.

Thanks for your help!

Linda